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OFFICE OF TRAINING REGULATION NO. 25-13

5 November 1962

SUBJECT : ORIENTATION AND BRIEFING OF INSTRUCTORS

REFERENCE : OTR Regulation No. 1-1, "Mission and Functions
of the Office of Training"

RESCISSION: OTR Regulation No. 25-13, dated 8 September 1960

1. GENERAL

This regulation provides for the orientation and briefing of personnel assigned to the Office of Training as instructors.

2. POLICY

It is the policy of the Office of Training that personnel who are taking a first assignment as instructors in OTR and those returning to OTR for resumption of teaching duties shall receive orientation on current activities of the Office. It is also the policy of the Office of Training that instructors shall receive, to the extent necessary to qualify them to carry out their assignments effectively, instruction in methods and techniques of teaching. Chiefs of Schools are responsible for insuring that their instructors receive training necessary to perform their professional duties in a competent manner.

3. RESPONSIBILITIES

- a. The Personnel Officer is responsible for briefing instructors entering or re-entering on duty on administrative matters, and for scheduling instructors orientations on the organization, activities, and services of the Office of Training.
- b. The Registrar is responsible for briefing the instructors on training support activities in OTR. In so doing he will cover current programs and organization of the Office of Training, with emphasis on information and publication services, procedures for admission to OTR courses, the use of training reports, and the Agency Training Record.
- c. The OTR Educational Specialist will be responsible for briefing the instructors on professional educational services available in OTR. This briefing will include information about the Instructional Services Branch, and specifically, about the assistance they can

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provide. It will also include such matters as guidance in course and curriculum planning, preparation of training material, the design and use of audio-visual aids, and instructions in methods and techniques of teaching that the Educational Specialists can provide. Coverage will also be given concerning library facilities, supply and services functions.

4. PROCEDURES

The Personnel Officer will have the instructor read this regulation and give him a check-in sheet in duplicate (copy attached) when he first reports for duty with OTR. He will inform the instructor of the importance of receiving the above described briefing before he becomes immersed in the day to day problems of his new position. He will arrange a mutually acceptable time for the instructor to be briefed by the Registrar and the Educational Specialist. The instructor will have the check sheet signed by the individual who presented the briefing and return it to the Personnel Office when completed. The original will remain in his OTR personnel file; the duplicate will be sent to the School Chief informing him of the completion of the instructor's briefings.



MATTHEW BAIRD
Director of Training

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Attachment:**Instructor Check Sheet****Distribution:****All OTR School, Staff, and Branch Chiefs****Chief Instructors**

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INSTRUCTOR CHECK SHEET FOR OTR ORIENTATIONS

Date: _____

1. NAME: _____

2. SCHOOL OF ASSIGNMENT: _____

3. BRIEFINGS	DATE	BRIEFING OFFICER SIGNATURE
Personnel Officer		
Registrar		
Educational Specialist		

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Personnel Officer

25X1

Registrar

25X1

Educational Specialist

For Instructors assigned to Headquarters

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Instructional Services
Branch

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Visual Aids Section

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Audio-Aids Section

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4. Briefings to be completed and check list returned to OTR/PO, by date .

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